



POSITION VACANCY ANNOUNCEMENT

December 30, 2011

Closing Date: January 6, 2012

(Position will close after five working days from date of listing or until filled.
Application review will begin on January 9, 2012).

Title: ADMINISTRATIVE SPECIALIST II

Position Number: 2208-2847

Grade: C109

Student Assessment

DUTIES:

This position will work under the supervision of the associate director to perform administrative support duties, including general clerical duties; creation and maintenance of general files for contracts; composition of oral and written communication; process incoming and outgoing mail; transcription of letters, memos, and conference notes; serve as receptionist and answer and route telephone calls to staff; assist office manager as necessary; perform other office duties as assigned by supervisor.

SPECIAL REQUIREMENTS:

Successful applicant must possess knowledge of Microsoft programs, including Word and Excel, general computer skills, office filing and correspondence experience.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

ALL APPLICANTS MUST SCHEDULE TO TAKE THE REQUIRED SECRETARIAL SKILLS AND TYPING TEST.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma; plus two years of experience in a specialized or related area applicable to work performed. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 112B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. **Visit our website at Arkansased.org or www.arstatejobs.com.** To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.